Special Event - Private Property Application

Development Services Center

Questions? Contact (757) 664-4752 for more information.

Applicant Information

Name:			
Address:			
City:	State:		ZIP Code:
Tel. No. :	E-mail:		

Event Information

Name of Event:	
Date of Event:	
Time of Event:	
Location:	
Estimated Attendance	_____ 25 or fewer _____26 to 50 _____51 to 75 _____75+

Type of Event

Will food be provided?	☐ Yes ☐ No	If yes, catered for food vendor?
Will alcoholic beverages be served or sold?*	☐ Yes ☐ No	
Will there be merchandise vendors or vending trucks/carts?**	☐ Yes ☐ No	
Will there be a tent(s)?***	☐ Yes ☐ No	If yes, what size? _____ sq. ft. _____ sq. ft.
Is the event indoors or outdoors?		

Entertainment (complete if entertainment will be provided)

Live music/band/DJ	☐ Yes ☐ No	Description
Stage performance	☐ Yes ☐ No	Description
Other	☐ Yes ☐ No	Description

Application requirements

Complete application must be submitted 15 days prior to the event to the Development Services Center, 4th Floor - City Hall, 810 Union Street.

A conceptual plan must be attached including:
- Extent of area where event will occur   -Parking area   -Entertainment area/stage   -Vendors
- Seating (if any)   -Tents   -Security Plan
- Ingress/egress (pedestrian and vehicular

Application to include:

1. Fee ($25.00 if submitted 15 days prior to the event, $75.00 if submitted after the deadline)
2. Completed application
3. Conceptual site/floor plan
4. Written approval from the property owner

*If your alcoholic beverages will be provided, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License.

**All vendors providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being sold all requirements of the Commissioner of the Revenue must be met.

***Tents larger than 900 square feet require a permit from the Department of Planning, Office of Building Safety

Signature   Date